

Terms of Reference Individual Consultant (National)

Title	National Consultant for developing Hand Hygiene for All Operational Guidelines
Purpose	To assist the WASH sector in developing operational guidelines for implementing the National Hand Hygiene for All Costed Strategy (NHH4ACS)
Location/duty station	Accra with possible travel to other regions
Duration	10 months (210 days)
Expected Start Date	August, 2021
Expected Fee	TBD
Reporting to	WASH Specialist (Sanitation and Hygiene – SH)
Budget Code/WBS No	GS200011 (1620/A0/05/803/007/001)
Project and activity codes	Activity 7.1.4
Support to	Ministry of Sanitation and Water Resources (MSWR)

1. Background

The latest Multiple Indicator Cluster Survey (MICS) 2017/2018, indicates that only 48.5 percent of Ghana’s population (estimated to be 30 million) practice handwashing with soap. This shows steady progress, from 11.9 percent in 2011 (MICS, 2011) and 20.9 percent in 2014 (DHS, 2014). However, there is a need to urgently accelerate the rate of handwashing practice in the country, firstly to protect from the ongoing COVID-19 pandemic and secondly to meet the Sustainable Development Goal (SDG) 6 which ends by 2030. This is critical, given the pivotal role handwashing with soap (HWWS) and hand hygiene (HH) plays in preventing spread of COVID-19. In addition, HHWS is also one of the most effective measures in preventing diarrhea (estimated 45% - WHO 2004): in Ghana, estimated 3,600 under five (U5) children die every year due to diarrhea (WHO 2015 – Global Health Observatory data repository: Ghana).

The COVID-19 pandemic was a jolting reminder that hand hygiene is one of the most effective ways to stop the spread of a virus and also one of the simplest. Not only does hand hygiene protect us; it also stops transmission of infection to other people. The severity of the pandemic requires hand hygiene to be practiced by all and in all private and public settings to control the spread. This includes households, public places such as transport hubs, markets and worship centres, institutions such as schools and health care facilities, jails, refugee camps etc.

The momentum created as a result of this pandemic has no doubt given Ghana the opportunity to build on and make hand hygiene a social norm in this crisis period and also during the recovery and post recovery periods. This means making sustainable hand hygiene products and services such as improved handwashing facilities, regular supply of water, soap and hand sanitizers available and accessible for all at all times. Thus, a multi-faceted approach including mobilizing the private sector, civil society organisations, academia, donors, religious leaders etc is a pre-requisite for the success of NHH4AS.

In response to this challenge, the Government of Ghana is reviewing the national handwashing strategy originally developed in 2011, into a Hand Hygiene for All Strategy (HH4AS) to broaden and incorporate all of the emerging issues in hand hygiene in the country. In addition, various sub-sectors of WASH (water, sanitation and hygiene in communities, WASH in Institutions (schools, health facilities), public places, public office, childcare homes, jails and refugee camps, have been implementing hand hygiene activities in one form or other applying different approaches, standards and communication materials. In this regard, there is a need to review and update the operational guidelines, minimum standards, and communication materials to improve the HH4A in all settings and sub-sectors.

2. Purpose and rationale for the Assignment

UNICEF in partnership with WHO, has launched a Hand Hygiene for All (HH4A) Global Initiative, geared towards establishing a model for the private sector to work in partnership with Government to finance and deliver hand hygiene services for all by 2030. In this regards, Ghana has been selected as one of six model countries to carryout foundational activities (including national strategy on HH4A) in 2021 geared towards ensuring that government institutions from various sectors, the private sector and political leaders are engaged in the initiative and have the requisite strategic and operational guidelines and products required to ensure a catalytic change in subsequent years.

An international consultant is being recruited to review the current national handwashing strategy and broaden it into a comprehensive National Hand Hygiene for All Strategy (NHH4AS) which will seek to address all of the emerging hand hygiene issues in the country linking it to COVID-19 and other diseases and including the demand and supply of sanitizers.

To guide the implementation of NHH4AS for Ghana, UNICEF in Ghana, in partnership with the Ministry of Sanitation and Water Resources (MSWR), is seeking to engage the services of a National Consultant with deep knowledge of the country context, skills and technical expertise in developing guidelines, minimum standards and communication materials (here in after referred as **HH4A Operational Guidelines**) for implementation of the strategy

This assignment will also provide support for the establishment of a partnership for Hand Hygiene in the country that creates an enabling environment for government, donors, private sector, civil society organisations etc to contribute in developing the HH4AS through active engagement and participation ensuring that national goal of HH4A by 2030 receives adequate attention and support at all levels. This will be underpinned by guiding principles for coordination at national, regional, district and community levels and for cross-sectoral integration involving Ministry of Sanitation and Water Resources (MSWRs), Ministry of Health (MoH), Ministry of Education (MoE), Ministry of Local Government, Decentralisation and Rural Development (MLGDRD), Ministry of Interior and Ghana Enterprises Agency (GEA), formerly National Board for Small Scale Industries, private sectors and Civil Society Organizations (CSOs).

This assignment requires dedicated time input of 10 months by an experienced National Consultant with the ability to work across five sectors. The assignment is in line with the AWP 2021/2022, Output 7.1.4 *“Hand Hygiene Strategy developed”*

3. Objective and scope of the assessment

The overall objective of this assignment is to contribute in ensuring that Ghana has a comprehensive National Hand Hygiene for All Costed Strategy (NHH4ACS) for all contexts and settings with links to COVID-19 and other diseases supported by Operational Guidelines with minimum standards, quality assurance (QA) check lists and protocols communication materials for all context.

The specific role of the national consultant is to work with the five sectors involved in implementation to develop Operational Guidelines, Minimum Standards, QA checklists and certification protocols; and communication materials for use in the delivery of hand hygiene programmes in all contexts and settings. These will incorporate gender dynamics, taking into consideration the factors informing the differences in roles of men and women in hand hygiene practices and the learnings from the outbreak of COVID-19 to make the National Hand Hygiene for All Strategy gender responsive.

The assignment will also include providing technical support for testing HH4A initiatives in three (3) Local Government Authorities (LGAs), one District, one Municipality and one Metropolitan Authority.

4. Methodology

In undertaking the above assignment, the Consultant will be required to submit a detailed methodology during the inception phase. The following are guidelines on key aspects of the methodology.

Working with Government and WASH Sector Stakeholders

The Consultant will be required to work closely with the MSWR at national level with visits to eight (8) GoG-UNICEF WASH Programme -supported regions (Central, Northern, North East, Savannah, Upper East, Upper West, Volta and Oti regions) as required. S/he will report to the National Hygiene Focal Person on a fortnightly basis to ensure easy coordination of activities and timely resolution of challenges that may emerge.

She/he will join the international consultant developing HH4AS in holding regular planning and review meetings (at least once a month) with the National Technical Working Group on Hygiene.

Collaboration with the International Consultant

To facilitate the development of a comprehensive HH4AS for Ghana, the national Consultant will work together with the International consultant by:

- (i) engaging in joint consultations with the coordination platform established to enable government, donors, private sector, civil society organisations (CSOs) to work together in developing the national HH4AS
- (ii) providing the International consultant with a national perspective from the experiences gained from implementing testing phase of HH4A initiatives in three (3) local government levels (1 District, 1 Municipality and 1 Metropolitan assembly)
- (iii) co-facilitating consultative workshops with partners including preparation and delivery of power point presentations of the key contents of relevant documents.
- (iv) co-facilitating the validation workshop with key partners including sector stakeholders, private sectors partners, NGOs and CSOs etc. with a focus on the Hand hygiene operational guidelines.

Precautions

Considering the COVID-19 outbreak in the country as well as other possible pandemic scenarios, the consultant is expected to take precautionary measures to avoid risks at all times. Adherence to all COVID-19 protocols is required during in person engagements and interactions with the different stakeholders.

5. Tasks To be Completed

- (i) Develop Minimum standards, including QA & certification protocols for HH4A for all settings and contexts in the country
- (ii) Provide technical support to collaborating sectors to implement pilot HH4A activities and consolidate information from pilot activities into draft operational guidelines for each sector
- (iii) Provide input for developing the hand hygiene strategy based on lessons learnt from supporting implementation of pilot HH4A activities
- (iv) Develop operational guidelines for various sectors (WASH, Education, Health, Correctional Facilities, Private Sector, Civil Society etc) to promote/enforce HH4A in relevant settings and contexts in the country in collaboration with key national and sub-national actors. This should cover both development and emergency programming including risk Communication and Community Entry (RCCE) for hand hygiene in emergency situations
- (v) Develop a communication strategy for HH4A through review of existing promotional materials to make it target (audience) specific for all contexts and settings including that for COVID-19. The tasks include:
 - a. Review existing research and documentation to carry out hygiene behavior analysis to identify barriers and enablers in relation to adoption of practices and recommend key behaviour performance indicators for monitoring.
 - b. Identify and recommend key communication tactics and channels that can be used to counter key behavioral barriers as well as promote enablers to sustain hygiene practices.
- (vi) Support in establishing a partnership for HH4A in Ghana with partners from Government, development partners, private sector and Civil Society Organizations. As part of this task the consultant will be required to develop a memorandum of understanding for Members of the partnership.

6. Deliverables and timeframe for submission

#	Activity	Deliverables	Duration
1	Develop Minimum standards, including QA & certification	By 30th October 2021 , minimum standards including QA &	35 days

	protocols for HH4A for all settings and contexts in the country	certification protocols submitted	
2	Provide technical support to collaborating sectors to implement pilot HH4A activities and consolidate information from pilot activities into draft operational guidelines for each sector	By 30th November 2021 , a report on experiences from the collaborating sectors and indicative steps for sectoral operational guidelines submitted	45 days
3	Provide input for developing the hand hygiene strategy based on lessons learnt from supporting implementation of pilot HH4A activities	By 30th December 2021 , a comprehensive review of the proposed hand hygiene strategy undertaken, and written input provided for its refinement.	5 days
4	Develop operational guidelines for various sectors (WASH, Education, Health, Correctional Facilities, Private Sector, Civil Society etc) to promote/enforce HH4A in relevant settings and contexts in the country in collaboration with key national and sub-national actors. This should cover both development and emergency programming including risk Communication and Community Entry (RCCE) for hand hygiene in emergency situations	By 28th February 2022 , operational guidelines for various sectors to promote HH4A in relevant settings and contexts including Risk Communication and Community Entry for hand hygiene in Emergency situations in Ghana submitted	60 days
5	Develop a communication strategy for HH4A through review of existing promotional materials to make it target (audience) specific for all contexts and settings including that for COVID-19.	By 30th May 2022 , a communication strategy with recommendations for Audience specific communication materials for all contexts and settings in Ghana submitted	60 days
6	Support in establishing a partnership for HH4A in Ghana with partners from Government, development partners, private sector and Civil Society Organizations. As part of this task the consultant will be required to develop a memorandum of understanding for Members of the partnership	By 30th May 2022 , a report on establishment of partnership for HH4A submitted	5 days
Total			210 days

7. Supervision and Reporting Arrangement

The consultant will work under the overall supervision of the WASH Specialist (SH) with day to day coordination of activities with WASH Officer (Hygiene). S/he will also hold consultative meetings with the WASH team and other relevant UNICEF sections as may be required.

The scope of the assignment will also require the consultant to collaborate with UNICEF Communication for Development (C4D), Health and Nutrition, Education and Child Protection teams.

8. Payment and Schedule

The contractual total amount is to be negotiated between the successful applicant and UNICEF, following established contractual processes.

The consultant will be paid fees based on specified deliverables and the schedule below.

- 20% of fees upon completion of deliverable 1
- 20% of fees upon completion of deliverable 2
- 20% of fees upon completion of deliverable 4
- 20% of fees upon completion of deliverable 5
- 20% of fees upon completion of deliverable 3 & 6 and submission of assignment completion report

Recourse: UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

9. Official Travel Involved:

Field visits are expected for this assignment to different regions where necessary. UNICEF will cover the cost for such field visits (outside Accra) and arrange for transportation where feasible. All travels must be according to the workplan and travel plan approved by the supervisor and comply with UN travel protocol.

10. Expected Qualifications, Experience, specialised knowledge/skills and competencies

The person/institution should have:

- Minimum of a Master's Degree in Programme Communication with a bias in Water, Sanitation and Hygiene related subjects
- At least 5 years progressive experience, 3 of which should be in the WASH Sector particularly in Hygiene Promotion and Communication for Development (C4D)
- Excellent interpersonal and professional skills in interacting with the government and development partners and other stakeholders

- Excellent written and oral communications skills in English
- A strong drive for results and team spirit
- Skills in facilitation of stakeholder engagements/workshops
- Ability to operate computer Microsoft office programmes (MS Word, Excel, Power Point).
- Experience in undertaking similar assignments.

11. General Conditions: Procedures and Logistics

The consultant will work remotely, with regular meetings with UNICEF staff. He/she is expected to arrange for his/her own transport facilities for commuting to the office. The consultant is expected to use his/her own computer and data storage devices.

12. Policy both parties should be aware of:

- Under the consultancy agreement, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- Unless authorized, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorized to buy travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed upon prior to travel.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.

13. Copyright, Patents and other Proprietary Rights (if applicable)

Outputs delivered by a consultant or individual contractor as part of the contract with UNICEF remain the property of UNICEF.

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

13.Modality of Dissemination:

Advertising vacancy

Newspaper E-mail UNICEF Website Relief/External websites

UN Agencies

Other Please specify: (e.g. inviting experts in the field of)

Application Procedure:

Interested candidates should apply on-line to the link provided indicating their monthly professional fees in Ghana Cedis. In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within time frame.

Two examples of previous work done should be attached (if applicable, e.g. strategic documents, photos, edited work, videos etc)

a) Selection from Roster

b) Other Please specify:

Interviews planned:

Yes No

Annex 1: Workplan showing interrelationship between International and National Consultancies

Legend:

International Consultant

National Consultant

TOR Tasks	Period of implementation									
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
I. conduct review of global, regional, national literature, recent national hygiene strategies carried out in similar settings, programme documents, project reports and evaluation reports on hygiene in Ghana and prepare an inception report on the assignment										
I. Develop Minimum standards, including QA & certification protocols for HH4A for all settings and contexts in the country										
II. Provide technical support to collaborating sectors to implement pilot HH4A activities and consolidate information from pilot activities into draft operational guidelines for each sector										
II. undertake a programme assessment of Hand Hygiene interventions in Ghana and carry out wide consultations with various key actors including Government Ministries, Departments and Agencies such as the Ministry of Sanitation and Water Resources, Ministry of Health, Ministry of Education and the National Board for Small Scale Industries, key donors, private sector, Civil Society Organisations and Non-Governmental Organisations, at national, regional and district level and prepare an assessment report clearly outlining (i) what is working well at both strategic and implementation levels; , what is not working well and (ii) what needs improvement										
III. assess capacity of collaborating institutions particularly the (i) lead institution to implement the Hand Hygiene strategy and prepare a capacity gap assessment report and plan of action to address capacity gaps.										
III. Provide input for developing the hand hygiene strategy based on lessons learnt from supporting implementation of pilot HH4A activities										
IV. develop a costed national hand-hygiene strategy with the following components ensuring sector participation right through the drafting and development stages. a. road map for hand hygiene in Ghana developed based on a nationally agreed Theory of Change b. contingency plan for hand hygiene service delivery during emergencies. This should cover supplies as well as risk communication and community entry for hand hygiene in emergency situations c) c. costed implementation plan, covering both development and emergency programming										
IV. Develop operational guidelines for various sectors (WASH, Education, Health, and Private Sector, Civil Society etc) to promote/enforce HH4A in relevant settings and contexts in the country in collaboration with key national and sub-national actors. This should cover both development and emergency programming including risk Communication and Community Entry (RCCE) for hand hygiene in emergency situations										
V. identify gaps for hygiene data and recommend hygiene data that can be integrated into existing systems like BaSIS, EMIS, DHIMS and the SIS to enable progress tracking on access to hygiene in the country										
VI. conduct a hand hygiene financing landscape scan and develop a Resource Mobilisation strategy for hand hygiene for the country in consultation with development partners and potential investors. This will cover the following activities: i) review and map existing donors and potential investors in the country including non-traditional partners such as the Multilateral Development Banks, potential private sector investors such as businesses, Foundations and philanthropists ii) facilitate engagement with partners and investors for financing hand hygiene in the country.										
V. Develop a Communication strategy for HH4A and conduct a review of existing promotional materials with recommendations for Audience specific communication materials for all contexts and settings and with links to COVID 19 and other diseases										
VI. Support to establish a partnership for HH4A in Ghana with partners from Government, Development partners private sector and Civil Society. As part of this task the consultant will be required to develop a memorandum of understanding for Members of the partnership										